**Windows Explorer** (File Explorer - Win 8)

* Windows Key + E,
* or double click Computer or My Documents or My Pictures or My Music etc…

**Path, Menu, Toolbar areas**

**Navigation pane**

* Lists Drives & Folders
* **Single click**    
  to expand its ‘tree’
* **Single click name** to show contents

**Content pane:**

* Shows whatever is clicked in the Nav pane
* **Single click** to **select**
* **Double click** to **open**
* **Right click** for **menu**

**Drives**

* Drives are physical storage devices
* Eg Hard Drive, USB Drive, DVD Drive etc
* Drives contain folders and files
* Sometimes hard drives are partitioned
* Drives normally have a drive letter eg C: G:
* Only A: B: and C: are fixed. Rest are arbitrary
* When first attaching a drive it will load drivers. It may then pop up a ‘what to do?’ prompt.

**Folders**

* Folders are ‘containers’
* Folders can contain files and/or more folders
* Folders live on Drives or inside other folders
* A folder ‘inside’ another is a sub folder
* Folders may also be called directories
* ‘Path’ describes where a file or folder is
* Special folders for YOU are My Documents, My Pictures, My Music etc.

**Files**

* Files contain ‘computer usable’ data.
* Files live in Folders or Drives
* There are many file types: pictures, videos, documents, programs, games, music etc.
* A file extension defines its file type
* Eg fred.doc, fred.jpg, fred.mp3, fred.exe

**Some Simple Naming Rules**

* Within a single folder (or drive):
* filenames must be unique
* folder names must be unique
* fred.doc, fred.txt, mary.doc are unique names
* Names are NOT case sensitive
* You cannot use: / \ ? % \* : ” < >

**Quick Quiz**

* Tom.jpg and mary.doc are:
* You store files in:
* You create folders in:
* A physical storage device:
* The location description:
* Who organises My Pictures:

**Windows Explorer – Tips & Tricks**

* S.l.o..w double clicking name allows editing
* Watch the tag text on the cursor
* Menu Organise, Layout to show/hide bars
* The Navigation pane view is changeable.
* Large Icons or Details are the most useful
* Details view has sorting buttons
* Never forget Right Click and Undo

**Selecting multiple files & folders**

* Selecting a range of items (files and/or folders)
  + Method 1: Starting in a vacant area, drag over the items
  + Method 2: Click the first item, then hold down a Shift key and click the last item.
* Selecting random items: Click the first item, then hold down the ‘Ctrl’ key and click the rest of the items.
* Deselect an item: Hold down the ‘Ctrl’ key and click the item.
* Deselect ALL selected items: Click in any vacant area or on another item

**Copy or Move Files or Folders - 2 methods**

|  |  |  |
| --- | --- | --- |
|  | If on the **same drive** | If to a **different drive** |
| To **Copy** files &/or folders | Hold down the **‘Ctrl’** key then **Drag & Drop** to new location | **Drag & Drop** to new location |
| Right Click target, select **Copy**  then Right Click destination, select **Paste** | |
| To **Move** files &/or folders | **Drag & Drop** to new location | Hold down a **‘Shift’** key then **Drag & Drop** to new location |
| Right Click Target, select **Cut**  then Right Click destination, select **Paste** | |

**File Extensions**

* File extensions are normally hidden for common file types eg .doc, .txt, .jpg, .exe
* Extensions determine what ‘default’ program opens that file.
* ‘Default’ programs can be altered.
* Editing an extension will NOT convert a file

**Favourites**

* Part of Windows Explorer Navigation pane
* Don’t confuse with Internet Favourites
* But they are the same idea – quick access to frequent or ‘favourite’ folders.
* Create by dragging from Contents pane to Favourites area in the Navigation pane
* Safe to delete – right click, select Remove

**Libraries**

* A library allows full searching and sorting of all the folders in that library
* The one ‘real folder’ can be in many libraries
* Right Click Libraries to Hide or Restore
* To add a folder, right click it, Include in Library
* You can’t navigate up the ‘real’ path
* Confusing for many users
* Hidden by default in Windows 8

**Shortcuts**

* Usually have a curved arrow and text
* Convenient way for quick access
* Can safely delete shortcuts
* Easy to create shortcut to a file or folder:
  + Right Click, Send To Desktop as Shortcut
  + Create Shortcut (in the current folder)
* Start menu is a collection of shortcuts
* Shortcuts are a tiny ‘link’ type file
* Right click, select Properties for its real path.

**In Summary**

* Drives are physical storage.
* Windows Explorer is the management tool
* My Documents is yours to organise.
* Right Click menu very handy. Trick is to think.
* If in doubt, Undo.
* Favourites and Shortcuts are very handy
* Practice, practice, practice!!!!